

**GROUP DAY CARE POLICY CHECKLIST**

Name - Center: \_\_\_\_\_

Address: \_\_\_\_\_

**Use of form:** Group Day Care Centers should use this checklist when submitting policies. This checklist may be used in combination with the "Policy Guidelines for Group Day Care Centers" (PFS-3074, 4/97) available from the Child Care Information Center, 1-800-362-7353. Identify the page number on which you address each point for ease in reference and review. Submit a dated copy of your policies. \* Indicates items required by administrative rule. Shaded items are not required in policy, but are strongly recommended to be included.

**Policy  
Page #****ADMISSION POLICY**

- \* Terms of the license including capacity, ages, hours, months and days
- \* Posting rules, license and violations (where posted)
- \* Parental notices, observation, other parent information (where posted)
- \* Attendance methods
- \* Confidentiality of information
- \* Child abuse / neglect reporting
- \* Administrative structure
- \* Emergency medical source
- \* Infant / toddler admission information
- \* Items parents provide and those provided by center
- \* Forms and timelines for submission
- \* Parent access to center for observation, conferences, etc., unless access denied by court order
- Ages accepted and limitations (toilet trained, walking, etc.)
- Center policies available to parents
- Children's records, medical logs
- Philosophy
- Days closed and procedure for emergency closing
- Non-discrimination statement
- Handicapping conditions statement (ADA)
- Part and full-time definitions and minimum attendance hours
- Method of enrollment (visit, phone)
- Others (mildly ill, etc.)

LICENSING SPECIALIST \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_

**Policy  
Page #****CONTINUING EDUCATION POLICY**

- \* Documentation of continuing education
- \* Staff meetings
- \* Requirements for continuing education for all staff
- Reimbursement, work release time, compensatory time
- Carryover of hours from credit courses
- Sources of continuing education
- Study areas acceptable

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**Policy  
Page #****CHILD GUIDANCE POLICY**

- \* Specific guidance techniques for all children
- \* Staff guidelines for use of time-out, if used
- \* Time-out procedures (specific behaviors, time limits, age limits)
- \* Prohibited punishments
- Techniques for transitions so that children are not waiting in large groups / lines
- Ways to enhance self-esteem, respect and self-control
- Classroom arrangement, materials and programming which will contribute to providing clear guidelines and promoting positive behavior
- Parental involvement in solving behavior
- Procedure / policy for toilet training
- Techniques used to control unwanted behaviors, such as biting
- Inform parents that certain punishments are prohibited even at parent request

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**Policy  
Page #****EDUCATION POLICY**

- \* Religious training (include holiday celebration)
- \* Outdoor activities
- \* Developmentally appropriate programming for preschool children
- \* Developmentally appropriate programming for infants and toddlers
- \* Developmentally appropriate programming for school-age children
- \* Developmentally appropriate programming for children in night care
- \* Written plan for early AM and late afternoon care
- \* Large / small motor, creative, social, intellectual, cognitive opportunities
- \* Communication with parents (daily, weekly, semester)
- \* Schedule coordination with home (infant / toddler, night care)
- \* Cultural diversity
- Curriculum plan time frame
- Transitions without line standing or large groups
- Center schedule (meals, outdoor time, etc.)
- Center educational philosophy
- Staff responsibility for curriculum
- Type of curriculum (theme, Montessori, etc.)

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Policy Page #	<u>FIRE / TORNADO AND OTHER EMERGENCY POLICIES</u>
	* Daily attendance and child location at all times; number and names of children to be known by child care worker
	* Emergency planning (fire evacuation, tornado evacuation, flash flood procedures, swimming emergencies, injured child, missing child, severe weather, etc.)
	* Fire evacuation and staff responsibilities
	* Tornado evacuation and staff responsibilities
	Inside building temperature
	Emergency contact person / second adult available within 5 minutes
	Building service loss including, but not limited to: no heat, no air conditioning, no water, no electricity, plumbing problems, no telephone
	Child / staff injury procedures both for a severe injury and a minor injury occurring both on the center premises and on a field trip
	Flash flood procedures
	First aid equipment storage in vehicle
	First aid and CPR training requirements for staff
	Reports to the Department
	Emergency lighting for night care
	Fire extinguishers and training
	Telephones and emergency numbers
	Staff orientation and required staff training
	Motor vehicle availability or emergency vehicle availability
	Extreme heat and cold outdoor temperatures
	Emergency supplies (flashlights, blankets, radio, extra batteries) and storage
	Special evacuation considerations for children / staff with physical / mental disabilities
	Safe location for children after emergency evacuations
	Children's records taken in emergency situations
	Custody issue disputes
	Action when authorized pick-up person appears under the influence
	Procedures when releasing child to unfamiliar, authorized person

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Policy Page #	HEALTH CARE POLICY
	* Communicable diseases
	* Medical log responsibilities and entries
	* Staff health requirements
	* Cleanliness
	* Rest periods
	* Pets
	* Diapering and toileting (disposal of soiled diapers, wet/soiled clothing, bedding)
	* Ill child definition, care and isolation
	* Medication administration and storage
	* Parent notification and confidentiality
	* Universal precautions
	* Hand washing procedure for staff and children
	* Sanitation of toys and equipment (how and when)
	* Handling body secretions
	* Minor injuries, handling and parent notification
	* First aid
	* Serious injury and accident procedures
	* Emergency medical facility and procedure
	* Injury off site procedures
	* Glove usage and disposal
	* Sudden Infant Death Syndrome (SIDS) risk reduction for centers licensed to care for children under age 2
	Health related forms
	Bathroom supplies
	Immunizations, physical exams and health history requirements
	Hepatitis and HIV positive procedures
	Missed medicine dosage or other errors in distribution
	Child biting health procedures

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Policy Page #	<b><u>MILDLY ILL CHILD CARE POLICY</u></b> <i>(Completed only by programs licensed specifically for this care)</i>
	* Supervision of children
	* Staff training procedures
	* Programming and education, including outdoor time
	* Exclusion procedures when child's condition warrants
	* Room and requirements for operating
	* Observation and isolation procedures
	* Communicable disease, medication, health precautions, personal cleanliness, body waste disposal procedures
	* Sanitizing and disinfecting procedures
	* Health consultants and roles
	* Identify appropriate illnesses (acceptable temperature, no communicable disease)
	* Admission procedures
	* Forms required
	* Medication administration
	* Parent communication procedures, reports, evaluating
	Equipment and play materials

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Policy Page#	<b><u>NUTRITION POLICY</u></b>
	* Cook orientation and training
	* Meal time routines
	* Child guidance and food
	* Menu requirements, preparation and changes, age appropriate menu
	* Early AM and late PM feeding
	* Infant / toddler feeding
	* School-age children and eating
	* Night care and food
	* Specialty menus (vegetarian, kosher)
	* Food allergies
	Special treats, holidays, etc.
	Transitions to minimize waiting
	Detailed kitchen instructions (equipment, requirements, food sources, cleanliness, food prep., hand washing, cleaning aids)

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Policy Page #	<b><u>ORIENTATION OF STAFF POLICY</u></b>
	* Center policies
	* Licensing rule
	* Confidentiality
	* Child abuse and neglect recognition and reporting
	* Staff orientation, time frame, and items covered
	* Health observation and precautions, medication, universal precautions, infectious disease control, and communicable disease recognition
	* Emergency training including first aid, fire, tornado and CPR
	* Knowing whereabouts of all children at all times
	* Integration of special needs children into program
	* Child management techniques used at center
	* Job responsibilities as they relate to job descriptions
	* Schedule of activities of center

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**DEPARTMENT OF HEALTH AND FAMILY SERVICES**

Division of Children and Family Services  
CFS-2048 (Rev. 05/2001)

**STATE OF WISCONSIN**

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<b>Policy Page #</b>	<b>* <u>DISCHARGE OF ENROLLED CHILDREN POLICY</u></b>
	Fee payment and refund
	Parent / staff progress communication
	Rules and policy availability to parents
	Circumstances and procedures for termination
	Time frame
	Refund of fees
	Verbal vs. written notice
	Parent initiated, mutual decision, center initiated, involuntary
	Behavior related discharges
	Steps prior to discharge
	Documentation
	Outside agency involvement
	Decision making
	Discrimination issues
	Appeal process
	Reasons: fee payment, policy compliance

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<b>Policy Page #</b>	<b>* <u>FEE PAYMENT AND REFUND POLICY</u></b>
	Policy made available to parents
	Written record of daily attendance
	Access to children's records
	When and how parents / other sources pay
	Late payment, late pick-up, NSF checks
	Late payment, late pick-up, NSF checks
	Absences (vacations, illness, etc.)
	Registration / material fees
	Refund circumstances and methods
	Additional fees for field trips, lunches, lessons
	Sliding fee scale, discounts, referral bonuses
	Fee determination methods (attendance, parent sign-in)
	Full / part time attendance definitions
	Fee calculating methods (hourly, daily, sessions)

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<b>Policy Page #</b>	<b><u>PERSONNEL POLICY</u></b>
	* Job descriptions
	* Probation
	* Evaluations
	* Grievance procedures and the disciplinary process
	* Work conditions: hours, breaks, holidays, vacations, sick leaves, leaves of absence
	Criminal history check reporting
	Required staff records
	Confidentiality
	Child abuse reporting
	Entry level qualifications
	Staff orientation
	Staff meetings
	Continuing education requirements
	Food service personnel
	Driver requirements
	Infant / toddler staff requirements
	School-age children staff requirements
	Staff termination related to "whistle blowing"
	Employment procedures
	Job opening notification
	Contracts
	Required forms and paperwork
	Wage / salary scale, payroll information
	Benefits: personal time, overtime pay, inclement weather closing, UE Compensation, Worker's Compensation, insurance offered / coverage, SSI, other leaves, staff development reimbursement, employee child care arrangements
	Work rules: alcohol / drug use policy, smoking, dress code, time off notification
	Parent communication procedures
	Entry level qualifications
	Reasons for termination
	Parking
	Meals with children
	Other: Voluntary termination of employment, non-discrimination statement, discrimination, delegation of authority, grievance, sexual harassment, violence in workplace, OSHA standards

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